

302509/04/03

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: PARK SUPERINTENDENT**

**DEFINITION**

Under general direction, to plan, direct, organize and maintenance and care of parks, recreational areas, park facilities and park buildings; to assist in the development and implementation of a park and recreational facility maintenance program; to provide input in park/facility development; to provide highly responsible and technical staff assistance; to administer contract maintenance services; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the division head level classification in the professional park facilities series. The incumbent works under general direction and exercises independent judgement in the performance of a variety of professional, complex and difficult park and recreational facility managerial duties with only occasional instruction or assistance. With a strong customer service attitude, the incumbent is expected to be responsible for overall administration of a municipal park facility program including the selection, training, supervision and evaluation of subordinates, and budget preparation and administration.

**REPORTS TO:** Park and Recreation Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Park and Recreation Director. Exercises general supervision over technical, skilled and semi-skilled staff in labor and trades classification.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, organize, coordinate and direct the maintenance of parks, park facilities, parkways, medians and playground areas.
- Direct the scheduling of work projects and the determination of equipment, material and personnel needs.
- Review reports and operating/activity records; evaluate the effectiveness of programs and prepare recommendations for improvement.
- Inspect and review work progress and performance and resolve work problems.
- Adhere to contract maintenance specifications by maintenance contractor.
- Initiate bid requests, pre-bid tours, pre-award meetings.
- Prepare contract extension documents, amendments, bid waiver resolutions and related City Council reports.
- Provide oversight for the timely payment of contractor invoices, including record keeping and general administration.
- Supervise and administer the Park Ranger program.
- Provide leadership in the preparation of park publicity, including administering rules and ordinances.
- Coordinate park maintenance construction activities with other City departments, divisions and outside agencies.

- Develop and maintain cooperative relationships with departmental employees, outside agencies, community groups and the general public.
- Provide leadership and participate in budget preparation, administration and control.
- Prepare and supervise the maintenance of a variety of records and reports.
- Respond to difficult complaints and requests for information, with an action plan.
- Select, train, supervise and evaluate subordinates.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of park management, horticulture, landscaping and park facilities maintenance.
- Modern methods, materials, equipment and tools used in the maintenance of parks and park facilities.
- Plant and tree diseases and pests, including approved control and eradication methods and chemicals.
- Construction and maintenance practices.
- Principles and practices of administration, budget and personnel management.
- Operation of City government and citizen advisory boards.
- Equal employment/affirmative action principles for employment and contracting.
- Personal computer operations and software applications.
- Urban Forestry Management.
- Tree Maintenance and care.

### **Ability to:**

- Plan, organize, coordinate, and direct the construction, maintenance and repair of parks and park facilities.
- Establish and maintain effective working relationships with those contracted in the course of work.
- Resolve conflicts involving staff, program participants and the general public.
- Analyze, interpret and explain departmental policies and procedures; review, develop and implement division policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Make effective presentations before City staff and the public.
- Read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work.
- Select, train, supervise, mentor and evaluate employees.
- Operate a personal computer and applicable software.
- Maintain proper records and prepare accurate reports.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate's Degree (60 semester units or 90 quarter units) from an accredited college or university with major work in a field considered to be useful to park management.

Experience: Three years' of supervisory experience in park operations, maintenance and construction.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Pest Control Advisor license is desirable.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Park Superintendent

**TO:** Park and Recreation Director